

GABRIELLE JEAN-PHILIPPE

gabrielle762000@yahoo.com

EDUCATION

Florida Atlantic University

Bachelor's in Exercise Science & Health Promotion

Boca Raton, FL

Grand Canyon University

Master's in Industrial & Organizational Psychology

Phoenix, AZ

WORK EXPERIENCE

South University

Admissions Representative

West Palm Beach, FL

November 2022-Present

- Arrange and lead campus tours, and initiate campaigns to induce students to attend the University
- Maintain recruiting operations by following policies and procedures and reporting needed changes
- Worked cooperatively with school staff and counselors daily
- Maintained accurate program documentation such as incident and accident reports, attendance records, and sign-in and out sheets

Dedicated Senior Medical Center

Membership Growth Consultant

West Palm Beach, FL

February 2022-November 2022

- Networked with prospective members at local events in the community, promoting services
- Developed relationships with various community organizations, while demonstrating program objectives
- Utilized Salesforce software to generate leads and reestablish contacts
- Constructed and printed online advertising campaigns

City Furniture

Showroom Floor Manager

Fort Lauderdale, FL

April 2018-February 2022

- Assisted teachers in the curation of dozens of concepts to meet curriculum objectives
- Helped teachers with the planning and execution of stimulating age-appropriate lessons,s
- Graded 100+ assignments per grading period to aid the teacher
- Created and kept records of all the lesson plans

Enterprise Rental Car

Branch Manager

Coral Springs, FL

April 2011-January 2018

- Reinforced student learning of teaching material through weekly check-ins and observations
- Ensured that my designated work areas were clean and presentable weekly
- Supervised and guided children in completing assigned lessons and projects
- Conducted interviews with new foster parents to determine placement

Florida Atlantic University

Senior Academic Advisor

Boca Raton, FL

June 2007-November 2010

- Reinforced student learning of teaching material through weekly check-ins and observations
- Ensured that my designated work areas were clean and presentable weekly
- Supervised and guided children in completing assigned lessons and projects
- Conducted interviews with new foster parents to determine placement

SKILLS & INTERESTS

Skills: Time Management, Communication Skills, Salesforce Software, Active Listening Skills, and Critical Thinking

Interests: Travelling, Listening to Music, Community Service